



Division:

Human Resources (HR)

Title:

Standard Operating Procedures

Procedure:

REMOVAL OF WRITTEN WARNINGS GUIDELINES

Original Effective Date:

Revised Effective Date:

Removal of Written Warnings Guidelines

All disciplinary actions shall be considered active for eighteen months or until one of the following occurs:

1. The manager or supervisor notes in the employee's personnel file that the reason for the disciplinary action has been resolved or corrected.
2. The employee receives an overall performance summary rating of good or better and a rating of good or better in the area of key responsibility or dimension cited in the action.
3. Eighteen months have passed since the issuance of the disciplinary action, the employee had not received any further discipline in the last eighteen (18) months, and prior to the end of the eighteen (18) month period, the manager or supervisor has not issued to the employee a written notice of extension of the action.

Procedural Guidelines:

1. When the disciplinary action becomes inactive the employee may initiate a written request through the division/facility/school channels requesting to have the material removed from his/ her permanent personnel file and from any other employee file (i.e. supervisor's file).
2. Once approved, the original is submitted to the Human Resources Office for processing.
3. Upon receipt of the completed request from the employee with appropriate manager's signature, Human Resources will remove the requested written warning from the personnel file and instruct management to remove the same.
4. Human Resource will update the action through PMIS Disciplinary/Grievance Tracking Systems and inactivate the written warning. (Refer to [Disciplinary Grievance Tracking System Guidelines](#))

Website Resources:

DHHS Employee Relations, Disciplinary Action: Removal of Written Warning, Item 25

http://info.dhhs.state.nc.us/olm/manuals/dhs/pol-50/man/Pol2_ER_DisciplineAct1.htm